

## Hamilton County Property Owner's Guide to the Sewer Connection Exemption Procedure

The following outline lists the steps involved in obtaining an exemption from being required to connect to a sanitary sewer collection system. Please submit all the requested information for a timely review and process.

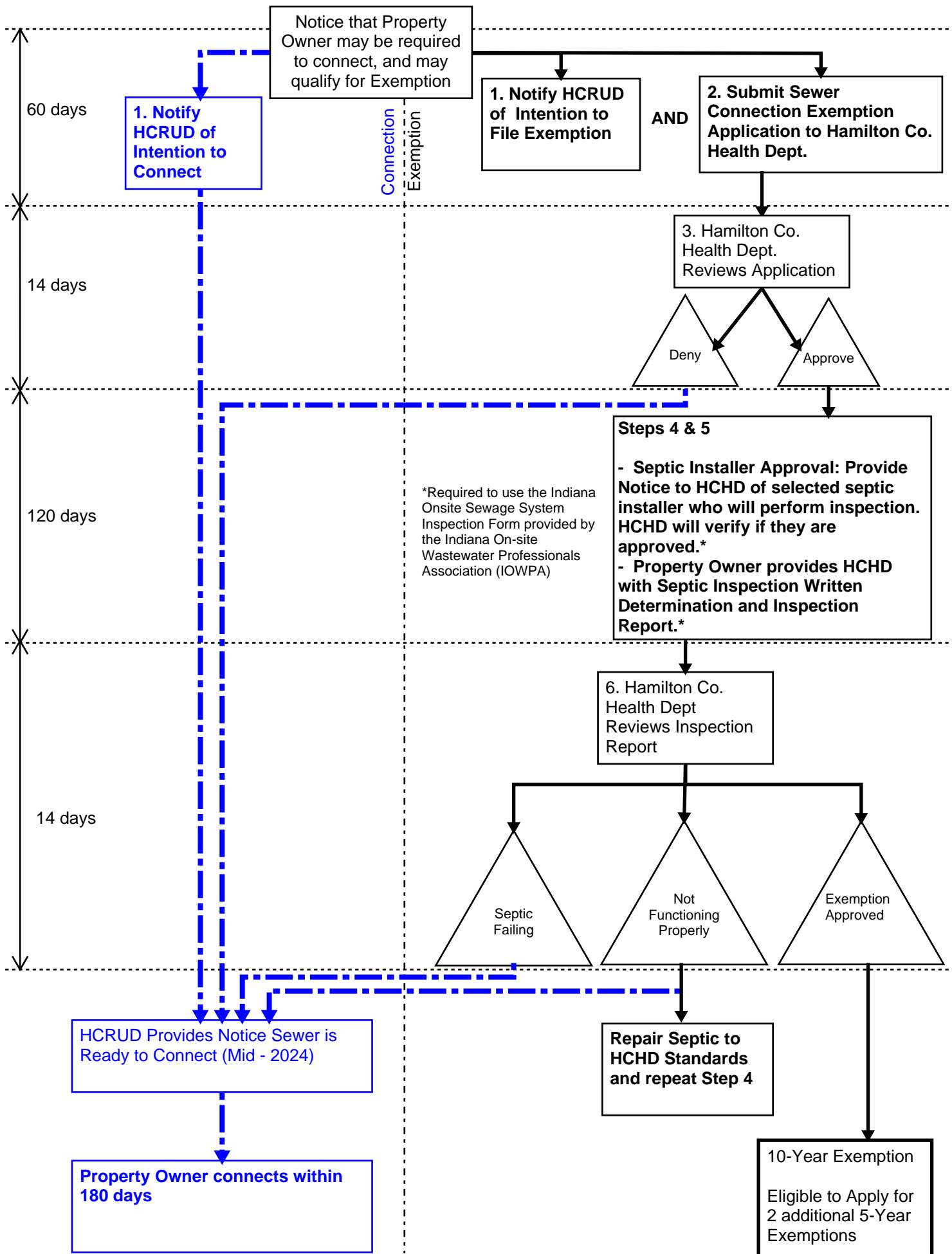
1. **Property Owner Exemption Request** – After receiving written notification from the County, you (the Property Owner) must notify the Hamilton County Regional Utility District within 60 days whether you intend to connect to the sewers, or if you intend to apply for the exemption. A form will be provided for you to complete and mail back. If you fail to notify the County within 60 days, you may not qualify for an exemption.
2. **Sewer Connection Exemption Application** – After receiving written notification from the County, if you wish to apply for an exemption, you are required to submit a Sewer Connection Exemption Application to the Hamilton County Health Department (HCHD) within 60 days.
3. **Exemption Application Review** – Upon receipt of the Sewer Connection Exemption Application, the HCHD will review the application and respond within 14 days. If the application is approved, you will continue to step 4. If the application is denied, you will be required to connect to the new sanitary sewers.
4. **Existing Septic System Inspection** – If the Sewer Connection Exemption Application is considered by the HCHD, you shall obtain and provide a written determination from a registered septic system installer that your septic system is not failing. You will have a maximum of 120 days to provide the HCHD with the septic system installers written determination and inspection report.
5. **Registered Septic System Installer Approval** – You are to select a HCHD approved septic installer to conduct the septic system inspection and provide notice to the HCHD of their selection. The HCHD will provide verification that the selected registered septic system installer is approved to perform the inspection. The registered septic installer is required to use the Indiana Onsite Sewage System Inspection Form provided by the Indiana On-site Wastewater Professionals Association (IOPWA) for the inspection.
6. **Sewer Connection Exemption Approval** – Following submittal of the written determination, the HCHD will review the written determination within 14 days of receipt. If the HCHD approves the exemption, they will issue you an approval letter. A septic system approval is valid for 10 years unless other evidence of septic system failure is observed within this 10 year period. Following this 10 year period, the property owner may request up to two (2) additional five (5) year exemptions if the septic system is not in failure.

OR

7. **Sewer Connection Exemption Denial** – If the HCHD determines based on the written determination by the registered septic installer that the existing septic system is failing, the exemption will be denied and you will be required to connect to the sanitary sewer. If the septic system is not in failure but is not functioning properly, you will have the option to either a) repair your septic system to meet the HCHD standards, or b) connect to the sanitary sewer. Connection to the sewer would be required within ~~120~~<sup>180</sup> days from notice from the Hamilton County Regional Utility District that the sanitary sewer is substantially completed and ready for connection.

For a timely review of your application, please adhere to the above information.





Hamilton County Regional Utility District - Sewer Connection & Exemption Procedure Flow Chart